

**City of Redmond
Request for Proposal (RFP)
For
Redmond Way Stormwater Trunk and Water Quality Facility
Project No. 101120(0714) and 10114(0712)**

Project: The City of Redmond is requesting proposals from qualified firms for design services as described herein. The successful consultant/team will prepare a design report, permits, and estimate for the construction of the Redmond Way Stormwater Trunk and Water Quality Facility.



Project History: In a December, 2006 the Redmond City Council approved funding for the Redmond Way Stormwater Trunk and Water Quality Facility as part of approval of the City's Regional Facilities Plan (<http://www.redmond.gov/insidecityhall/publicworks/stormwater/regionalfacilities.asp>). These projects are funded by City bonds that will be repaid through stormwater utility fees and developer contributions. The objective of the Redmond Way Storm Trunk is to collect all water from the watershed and convey it at a 50 year design flow to the Sammamish River, thereby eliminating the need for onsite detention in downtown Redmond. The Redmond Way Water Quality Facility will provide enhanced treatment for the water quality storm draining from this same area. Preliminary sizing and analysis of the project has been conducted by City of Redmond staff, and a number of challenges have been identified.

Redmond Way Stormwater Trunk Challenges:

- The existing 30-inch concrete outfall pipe to the river has an invert elevation of about 18.6, which is two to four feet below the ordinary high

water for the river, so in-river work will be required. The new outfall could be replacement of this pipe or installation of a new supplemental pipe.

- The ground surface of the street at the east end of Redmond Way is about elevation 44.5. With nearly 6000 lf of pipe, slope and pipe cover will be challenging.
- The project map above shows areas where the preliminary analysis identified storm trunks to be replaced. Some additional or alternative pipe may be selected for replacement
- There are concrete panels in some sections of Redmond Way that will increase project costs if they cannot be avoided.
- There are water and sanitary sewer conflicts to be addressed, including some asbestos cement water lines.
- Existing stormwater laterals will need to be adjusted as the trunk is rebuilt.
- This project will need to be coordinated with the proposed project to remove the one-way couplet on Redmond Way and Cleveland Street.
- Dry utility conflicts will need to be managed.

Redmond Way Water Quality Facility Challenges:

- There is limited property available for installation of water quality facilities. One large property north of Redmond Way is a suitable location, but has a number of encumbrances.
 - The property is close to the river, so a large portion of it is within the river buffer.
 - The City's Transportation Division is interested in extending 159th Place NE across the property to connect in front of Ben Franklin.
 - The City's Parks Department would like to see this space include walking trails and be park-like, with a good connection between the Sammamish River Trail and Redmond Way, and a pleasing aesthetic connection to the River Trail.
- The City is seeking a low-maintenance facility like a stormwater treatment wetland, but it would need to have adequate pretreatment so that it is not an eye-sore. Signage for public education would also be needed.
- A large oil water separator is currently located on this property that could be removed and replaced, or somehow incorporated into the final design.

Consultant Agreement: The total consultant agreement process will consist of a Preliminary Design. The information and decision making process of the Preliminary Phase agreement will determine the parameters of the project and the Scope of Work for the Final Phase of the project.

RFP Requirements Summary:

- Advertisement for RFP: October 3, 10, and 17, 2007
- RFP due date: No later than Friday 2:00 PM, October 26, 2007.

- Number copies required: 5
- Submit responses to Michael Haley, PE, Public Works Construction Division, City of Redmond MS:1NPW, 15670 NE 85th Street, PO Box 9710, Redmond WA 98073-9710. In person: first floor north.
- Review period for proposals: Monday October 29 to Friday November 16, 2007.
- Announcement of Short List: Monday November 19, 2007.
- Interview and selection period: November 30, 2007.
- Announcement of selection: Tuesday 2:00 PM December 4, 2007.
- Submittals are at the Consultant's own cost.
- No faxed or emailed submittals.

Agency Project Management Approach:

- Frequent informal meetings.
- Focus on consensus building.
- Focus on cost effective design, construction and execution.
- Emphasis on public relations and project reporting.
- Emphasis on prompt reviews and approvals.
- Frequent in-progress design reviews.
- Focus on project schedule and budget.
- Focus on quality assurance and control (QA/QC).

Consultant selection: Committee will be composed of Redmond staff.
Evaluation criteria to include:

- Project understanding.
- Project manager experience.
- Professional qualifications.
- Demonstration that personnel resources are available.
- Consultant/Team relevant design experience.
- Narrative on project approach.
- Succinctness of the proposal.
- Overall subjective evaluation.

Consultant RFP to provide the following:

- Narrative of project understanding:
- Narrative of design approach and project needs.
- Description of similar relevant experience.
- Narrative of the design team qualifications with similar projects.
- Design team members and organization chart.
- Proposed schedule, scope and man hour budget.
- Describe budget tracking system.
- Proposed scope of work outline including schedule and budget for design.
The selected firm will refine and expand the proposed scope of work for the consultant agreement.
- Description of project management approach.
- Description of quality control and quality assurance (QA/QC) measures.
- Method for consultant's project reporting.
- Description of consultant's approach for project coordination with subconsultants.
- Proposed public involvement/notification strategy.
- Optional free-form pertinent information.

SCOPE OF WORK
DRAFT
City of Redmond
Redmond Way Stormwater Trunk and Water Quality Facility
Design

Introduction

The Redmond Way Stormwater Trunk and Water Quality Facility improvements are identified as recommended improvements in the City of Redmond Stormwater Capital Facilities Plan. The Project will involve the development of a plan to collect runoff from an existing developed drainage area of 208 acres and divert flow to a regional water quality facility prior to discharge to the Sammamish River. The following goals have been identified during the development of the Project;

- Size pipe to convey the 50-year storm to the river without flooding of City streets. Assume full build-out under current zoning.
- Provided enough new storm infrastructure to limit future pavement cuts from developer driven new construction.
- Reduce the need for Vactor maintenance of catch basins along storm trunk that require work in travel lanes.
- Control project costs by routing pipe around obstacles where possible.
- Size and select water quality facility to provide “enhanced” treatment and oil control.
- Design a water quality system with low long term maintenance costs, and adequate access for such maintenance.
- Construct an aesthetic, park-like space for the water quality facility.
- Provide trail connections between Redmond Way and the Sammamish River Trail.
- Allow for extension of 159th Pl NE to the north.
- Prevent flooding of Redmond Way under the railroad trestle.
- Incorporate water and sewer upgrades as appropriate.
- Reconstruct the river outfall as needed to meet fisheries objectives.
- Develop a project sequencing plan that addresses coordination with other City projects and traffic impacts.

The scope of work for this contract will include permitting and the preparation of preliminary design documents in support of permitting and right of way acquisition, specifications, and construction cost estimates for the following improvements;

Task 1 - Project Management

This task includes project management activities associated with the completion of the project. These activities include the following:

- (1) Project Management Plan. The Consultant will develop a Project Management Plan that describes this scope of work, staff assignments, budgets, the project schedule, invoice requirements, and other important project requirements.
- (2) Project Administration. Project administration includes contract administration, preparation of sub consultant agreements, monthly invoice preparation, monitoring progress of sub consultants, monthly project progress monitoring and reporting, project filing, and project closeout.
- (3) Client Coordination. Client coordination includes routine coordination with the client as well as three meetings with the City.
- (4) Consultant Work Plan. The Consultant will be reimbursed for a portion of the effort of developing a work plan/scope of work.

Task 1 Product:

1. Progress reports, team meetings, invoices, work plan.

Task 2 – Surveying and Permanent Right of Way and Easement Preparation

This task includes new topographic survey work to supplement GIS data to prepare the preliminary design and preparation of a right of way plan.

All survey will be tied to and based on the City of Redmond NAD 83/91 horizontal control points and Red. 1989 benchmarks in the vicinity of the project area. Utility location will be done by a utility locate service. The Consultant will research public and private records to obtain existing survey and mapping information to supplement the ground survey. Contours will be at 2-foot intervals. Site benchmark will be set. Existing right-of-way and parcel lines will be shown.

Task 3 – Sensitive Area Investigations

Task 3.1 Conduct Reconnaissance

Consultant will perform a sensitive area reconnaissance within the defined project area. These areas will include:

- the proposed stormwater treatment site;
- The proposed drainage area
- The stormwater trunk alignment
- The outfall discharge

Prior to the site visit, Consultant will review background information on the project area, including published reports, sensitive areas mapping, and topographic maps. In areas that appear to have sensitive area indicators, an investigation will be made.

Task 3.2 Memorandum of Findings

Consultant will prepare a memorandum describing the methods employed and the findings of their sensitive area reconnaissance. If sensitive areas are identified in the project area, Consultant will provide preliminary sketches of their location in relation to the project area. Consultant will also provide a preliminary determination on whether delineations are needed.

Task 3 Deliverables

- 5 copies of the memorandum of findings will be provided to the City of Redmond.

Task 4 – Supplemental Fish Investigations and Biological Assessment

This work includes the following supplemental investigations to support the design effort and decision making process to select the preferred approach for the stormwater trunk and water quality facility.

4.1 WDFW Consultation

This task will include discussions and meetings with the local Washington Department of Fish and Wildlife habitat biologist regarding options for in stream habitat structures.

4.2 Biological Assessment

A Biological Assessment for fish species will be conducted for the proposed project. The final species to be evaluated are to be determined pending review of a current list of

species provided by the US Fish and Wildlife Service (USFWS) and the National Marine Fisheries Service (NMFS). The intent of the biological assessment is specifically to address the potential impacts to listed species from the stormwater trunk and water quality facility improvements.

4.5.1 Data Gathering

4.5.2 Field Visit

4.5.3 Draft Report

4.5.4 Final Report

4.5.5 Agency Consultation

Task 4 Deliverables

5 copies of the Biological Assessment will be provided to the City of Redmond

Task 5 – Geotechnical Investigations

The purpose of this task is to conduct geotechnical explorations and provide design and construction recommendations for a proposed stormwater trunk pipeline, and water quality treatment facility.

Task 5.1 – Site Reconnaissance

Task 5.2 - Field Investigations

Use the information from the site reconnaissance to finalize the boring locations and drill borings to obtain information about subsurface conditions.

Task 5.3 – Soil Testing

Perform index tests on selected soil samples to characterize their physical properties.

Task 5.4 – Reporting

Prepare boring logs, a site plan, and subsurface profiles. Based on the results of the site reconnaissance, fieldwork and laboratory

data, develop geotechnical design criteria for subgrade preparation, backfill material and placement, permanent excavation slopes, pipe-jacking, and foundations, as appropriate, for the pipeline, and water quality facility. Construction guidelines for excavation, temporary shoring, and groundwater control will also be provided. The fieldwork, laboratory results, analyses, recommendations, and guidelines will be summarized in a report.

Task 5 Products

- Draft and Final Geotechnical Report

Task 6 – Predesign Memorandum

6.1 Overall Project Predesign

The Consultant will prepare a predesign memorandum. The predesign memorandum will layout the entire project improvements, considering the technical work accomplished under Task 2 through 5, 6.1, and the initial input from permitting agencies under Task 7.

- The predesign memorandum will include design drawings suitable for inclusion into the JARPA Permit application in Task 7.

The Consultant will solicit input from the various City divisions on project improvements and requirements during construction. This will be in the form of a Design Team workshop. The City project manager will be responsible for scheduling city staff.

The pre-design memorandum will include cost estimates and show easement requirements.

A draft predesign will be prepared for review by the City. The City will be responsible for collating all City review comments into one set of comments to the Consultant. Based on these review comments, the Consultant will submit a final predesign memorandum.

Task 6 Products:

- Draft Pre-design Memorandum
- Final Pre-design Memorandum

Task 7 – Permitting

The scope of work for this task includes preparation of a Draft SEPA Checklist; attendance at pre-application meetings, preparation of permit application packages, and post-submittal follow-up for the following permits:

Federal and State

- Section 404 Permit (U.S. Army Corps of Engineers)
- Section 401 Water Quality Certification (*Washington Department of Ecology*)
- Hydraulic Project Approval (Washington Dept. of Fish and Wildlife)
- NPDES (Baseline General Permit for Stormwater Discharges Associated with Industrial Activities – Construction Sites) (*Washington Department of Ecology*)

Local

- Shoreline Substantial Development (*City of Redmond*)
- Clearing and Grading (*City of Redmond*)
- SEPA/Technical Committee Approval (*City of Redmond*)

Task 7.1 SEPA Checklist

Consultant will prepare the SEPA checklist for the Stormwater Facilities. All elements of the checklist will be based on the specific designs that are developed during this project.

Deliverables

- 4 copies of the draft SEPA checklist
- 4 copies of the final SEPA checklist

Task 7b Pre-application Meetings

Consultant will coordinate, prepare for, and attend pre-application meetings with permitting agencies to discuss project permitting requirements. This scope of work includes meetings associated with all of the permits identified above.

Task 7c Prepare Draft and Final Permit Application Packages

Consultant will complete necessary permit application forms, prepare supporting project description materials, including alternatives analysis and rationale (if necessary), and identify other needed supporting materials. The Joint Aquatic Resource Protection Application (JARPA) form will be used as the application for the following permits:

- Section 404 Permit (U.S. Army Corps of Engineers)
- Section 401 Water Quality Certification (*Washington Department of Ecology*)
- Hydraulic Project Approval (Washington Dept. of Fish and Wildlife)
- Shoreline Substantial Development (*City of Redmond*)

Consultant will prepare public notices in support of the permit applications. Based on comments received from the City of Redmond, Consultant will finalize the permit application packages and deliver them to the City of Redmond for submittal under City letterhead.

Deliverables

- 4 copies of the draft permit applications
- The final permit application packages will include the required number of copies of all application forms and supporting materials.
- Copies of supporting materials such as previously published reports required for the permit applications will be provided by City of Redmond.

Task 7d Post-Submittal Support

Consultant will provide post-submittal support including preparation of responses to agency requests for additional information and tracking of permit agency progress.

Utility Relocations

The Consultant shall identify franchise utility relocations based on utility locates and pot-holing as necessary as a contingency item.

Temporary Erosion Sediment Control Concept Design

A conceptual plan will be developed for surface water pollution prevention. The conceptual plan will meet the Department of Ecology standards for temporary erosion and sediment control.

Traffic Control

The Consultant will prepare schematic traffic control plans that include general description of requirements standard details for traffic control.